



The Family Resource Center

Education • Advocacy • Counseling

www.thefamilyresourcecenter.org

Job Title: Volunteer Coordinator (Full-Time)

General Summary of Duties: The Volunteer Coordinator works to actively recruit volunteers and has the responsibility to manage, coordinate and schedule volunteers to provide on-call hotline shift to provide 24-hour crisis services. Volunteer coordinators must also keep existing volunteers informed via newsletters or other communications.

The Volunteer Coordinator's primary responsibilities are to identify, track and manage a corps of volunteers for the benefit of the agency.

Qualifications:

- Ability to pass SLED / DSS background check
- Possess a valid SC Driver's License
- Excellent written and verbal communications skills
- Strong computer skills
- Knowledge of victim services, community resources, and social service agencies
- Knowledge of and sensitivity to sexual and physical abuse victims and their non-offending families
- Knowledge of crisis intervention principles and techniques
- Knowledge and understanding of cultural competence
- Willing to work flexible hours, which may include some evenings and weekends

Essential Responsibilities:

- Recruit volunteers to provide victim advocacy services to victims and non-offending family
- Train volunteers in the areas of sexual violence, child abuse, role of advocate, confidentiality, advocacy and intervention skills, cultural competence and working with special populations.
- Schedule volunteers to staff the 24-hour hotline.
- Maintain volunteer on-call rosters, logs and records
- Prepare and disseminate volunteer advocate on-call information to law enforcement and area hospitals.
- Provide training updates to volunteers per agency requirement and as needed, based on reports and evaluations.

- Maintain consistent and effective communication with volunteers to ensure consistent and effective services for victims.
- Attend and participate in Volunteer Coordinators roundtables/ peer meetings and trainings.

To apply for this position please send your cover letter and resume to employment@thefamilyresourcecenter.org.